



*The Commonwealth of Massachusetts*  
*Executive Office of Public Safety and Security*  
*Department of Fire Services*

*P.O. Box 1025 ~ State Road*  
*Stow, Massachusetts 01775*  
*(978) 567-3100 Fax: (978) 567-3121*



**Crowd Manager Fire and Building Safety Checklist**

*(To Be Completed Daily before Each Event)*

Date: \_\_\_\_\_

Required for nightclub, dancehall, discotheque or bar as defined in 527 CMR 10.13(2)(d and e)

	<i>Inspection Item</i>	<i>No</i>	<i>Yes</i>
1	Is there one crowd manager on duty for every 250 occupants as identified on the Certificate of Occupancy? <i>Note – copies of crowd manager Certificate of Successful Completion should be kept on site.</i>		
2	Are employees trained to direct occupants to an exit in the event of an emergency and other duties contained in the emergency plan?		
3	Are all egress paths maintained clear, unlocked, accessible, and not blocked?		
4	Are all exit doors operable?		
5	Is all exit sign lighting operable?		
6	Is all emergency lighting operable?		
7	Are fire extinguishers in working order? Last inspection date: _____		
8	Are exterior stairways and means of egress free of snow and ice?		
9	The person responsible to make Exit announcement in accordance with 527 CMR 10.13(2)(c) is: _____		
10	The person responsible to ensure no one enters in excess of the posted occupant load limit, which includes all employees, guests and performers, is: _____		
11	Is the Certificate of Inspection posted? Maximum Capacity: _____ Expiration Date: _____		
12	Has the sprinkler system been inspected within the last year? Most recent automatic sprinkler inspection/test date: _____		
13	Has the fire alarm system been inspected and tested within the last year? Most recent fire alarm system inspection/test date: _____		

**Any item checked "No" must be resolved prior to opening.**

**For questions - contact your local fire department**

Signed by Crowd Manager: \_\_\_\_\_ Crowd Manager Certificate Number: \_\_\_\_\_